EXERCISE 6.   SET UP CDBG ACTIVITY: PUBLIC IMPROVEMENT
(w/ LowMod Area (LMA) National Objective)

> 🖉 *As always, you must first select a project when setting up an activity. When you view the list of projects, you will see a project broadly titled "PUBLIC IMPROVEMENTS". This is done for training purposes. Public improvement projects are usually site-specific (e.g., Elm Street Sidewalk Improvements) and the activity is often the same as the project.*
>
> *Most CDBG grantees have a one-to-one relationship between the public improvement projects included in their Consolidated Plan and their CDBG activities. For training purposes, we are providing a more generic project for public improvements so that you can choose public improvement activities that are actually being carried out in your community.*

Set Up Activity

1.   At the MAIN MENU, select "SET UP ACTIVITY" and press **<Enter>** to get into the path.

2.   Press <**F2**> for a list of projects. Select "Public Improvements", Project 0003, 1997. Press <**Enter**>.

3.   **<Tab>** to GRANTEE ACTIVITY NUMBER and **type** in a number that identifies this activity for your own purposes.

4.   <**Tab**> to the ACTIVITY NAME field. **Type** in an activity from the following list: "Sewer", "Neighborhood Center", "Park", "Water Line" or "Sidewalk".

5.   <**Tab**> to the SITE ADDRESS/LOCATION field and **type** in the location information for this activity.

6.   <**Tab**> to DESCRIPTION field and **type** in information appropriate for this activity.

7.   Press <**Enter**> to move to the second activity setup screen.

8.   Note that the HUD MATRIX CODE data entry space is already filled with "03". Press <**F1**> or refer to *KeyStroke Saver* to see the list for the HUD MATRIX CODE. Make a selection or **type** in a code that more precisely describes this activity, if available.

9.   Answer the GENERATE PROGRAM INCOME? question by **typing** "N".

10.   INITIAL FUNDING DATE: This field is filled by IDIS when you fund the activity.

11.   Select <**F1**> to see the list for the ENVIRONMENTAL ASSESSMENT CODE. Select an appropriate code or, if not yet underway, leave it blank.

12. At the next field (the OTHER ENTITY field), **type** "N".

13. Press <**Enter**> to save your work and move to the third activity setup screen.

14. Press <**F1**> to view list for ACTIVITY STATUS CODE. "Funds Budgeted" is the default.

15. <**Tab**> to PROPOSED field and select <**F1**> to view the list for this field. Make a selection.

16. <**Tab**> to the UNITS field and **type** in a number that will measure the proposed type you chose.

17. Press <**Enter**> to move to the "Money" screen.

18. **Type** in an amount of at least $10,000 in the TOTAL ESTIMATED AMOUNT field.

19. Place an "X" next to CDBG.

20. Press <**Enter**> to move to the "CDBG ACTIVITY" screen.

21. Press <**F1**> to view list for CDBG NATIONAL OBJECTIVE. Select "LMA".

22. **Type** an "X" next to all that apply in the following section.

23. Press <**Enter**> to move to the "AREA BENEFIT DATA" screen.

    🖉 *This screen is produced when the "LMA" CDBG National Objective Code is selected.* **Type** *in this information when you are ready to do so. The Census Tract should be in the format 9999.99. If the Census Tract has less than four numbers before the decimal, place zeroes in the leading spaces (e.g. 0110.02).*

24. Press <**F9**> to save the information.

25. Press <**F4**> to return to the MAIN MENU.

26. **Type** "I" and press <**Enter**> to get into the "ACTIVITY FUNDING MENU" screen and then **type** "02" and press <**Enter**> to go to the "ACTIVITY FUNDING LIST" screen to commit the funds. Or you could **type** "I 02" at the MAIN MENU which would be the fastest way to get to the "ACTIVITY FUNDING LIST" screen.

27. Press <**F2**> to see the list of CPS Projects, select one and press <**Enter**>. Press <**Enter**> again to see the list of all activities established under the project that you have selected.

28. Select an activity and press <**Enter**>.

29. Select the program that you want to fund this activity and press <**Enter**>.

30. **Type** in the program year and amount. Press <**Enter**> to save.

31. Return to the MAIN MENU.